

**King, Valerie A.**

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**From:** King, Valerie A.  
**Sent:** Thursday, June 14, 2001 1:48 PM  
**To:** Werley, Michael S.; Nixon, Gerry M.; Carmines, Edward L.; Gaworski, Charles L.  
**Cc:** Podraza, Ken F.  
**Subject:** RE: Project and Activity reviews

Hi all:

Just to confirm that the date for the review will be July 3rd (not the 5th) from 8:30 - 11:30 am. I am still working on location; I will let you know where the review will take place as soon as I have it confirmed.

Thanks,  
Valerie

-----Original Message-----

**From:** Podraza, Ken F.  
**Sent:** Tuesday, June 12, 2001 5:14 PM  
**To:** Werley, Michael S.; Nixon, Gerry M.; Carmines, Edward L.; Roemer, Ewald; Reininghaus, Wolf; King, Valerie A.  
**Subject:** Project and Activity reviews

Within WSA, project reviews and activity reviews will begin soon. The project reviews will follow the planning classifications, i.e., Product Acceptability, Understanding Smoking and Health - Cancer, etc. The activity reviews will be conducted by divisions within WSA, i.e., PI, PA, etc. The first project review will be on Product Acceptability and the first activity review will be for PI. For the Project review and the Activity review, allow about 5 minutes for a clear and concise overview and about 5 minutes for questions. No more than 15 minutes will be allocated per project or activity. The template for the Project review is attached. A template for the Activity review is under construction. Project reviews will be presented by the identified Project Leader. Activity reviews will be presented by the Technical Leader for that group. The tentative date for this review is July 5, 2001. PI staff, we will discuss the activity review template during Thursday's staff meeting.

Thanks

Ken

<< File: 010606.project review template.ppt >>